

Alexandria Department of Planning and Zoning



Planning Commission

2015 Application Filing Deadline and Hearing Schedule

Please carefully read the information under the schedule on the next page. Call or [email](#) Planning & Zoning staff for assistance with filing an application and notice requirements.

The [filing deadlines](#) listed on the following schedule do not apply to applications for, or associated with, a development special use permit (DSUP) or development site plan (DSP) request. Contact development review staff for more information on filing a development DSUP or DSP. Information about the development review process may also be found in the [Development Review Process brochure](#). The hearing dates listed on the following schedule apply to all development and non-development requests.

Call: 703-746-4666 | Email: PlanComm@alexandriava.gov | Visit: www.alexandriava.gov/Planning

2015 Planning Commission Filing Deadlines and Hearing Schedule

Planning Commission Hearing Date	City Council Hearing Date	Preliminary Filing Deadline	Final Filing Deadline	Submit Notice Documents for Staff Review	Notice Period Deadlines
2/3/2015	2/21/2015	11/10/2014	11/25/2014	1/16/2015	1/22/2015 - 1/24/2015
3/3/2015	3/14/2015	12/8/2014	12/23/2014	2/9/2015	2/12/2015 - 2/21/2015
4/7/2015	4/18/2015	1/12/2015	1/27/2015	3/16/2015	3/19/2015 - 3/28/2015
5/5/2015	5/16/2015	2/9/2015	2/24/2015	4/13/2015	4/16/2015 - 4/25/2015
6/2/2015	6/13/2015	3/9/2015	3/24/2015	5/11/2015	5/14/2015 - 5/23/2015

1. Planning Commission Hearing Date – Planning Commission hearings are normally held on the 1st Tuesday of each month at 7:00pm in City Hall Council Chambers, 301 King Street. *Some hearing dates have been adjusted due to holidays or elections. **Hearing dates are subject to change.**
2. City Council Hearing Date – City Council public hearings are held on the 2nd or 3rd Saturday of each month at 9:30am in City Hall Council Chambers, 301 King Street. The hearing dates are subject to change.
3. **Preliminary Filing Deadline** – Planning and Zoning **strongly recommends** that applicants submit applications and supporting materials on this date so that staff can review them for completeness. Applicants will be notified if additional information is needed for the application to be complete by the final filing deadline.
4. **Final Filing Deadline - Complete** applications and fees must be submitted on this date. Incomplete applications will not be scheduled for Planning Commission and City Council hearings. [Click here for the current fee schedule.](#)
5. **Submit Notice for Staff Review** – Planning and Zoning **strongly recommends** that applicants submit notice documents on this date to allow staff to review them before mailing. It is extremely important that written notice is sent correctly. Incorrect notice may result in the deferral of the request.
6. Notice Deadlines – Written notice to abutting properties owners must be sent within the dates listed. If the notice is sent earlier or later than the dates listed, it cannot be certified and the application will be deferred to the next hearing date.